

Meeting
W

5 October 1955

MEMORANDUM FOR: Colonel Lawrence K. White, 125 East Bldg.
SUBJECT: Reservations for Lunch in the Executive Dining Room

1. In view of the expansion in the membership of the Executive Dining Room, your attention is invited to a change in procedure for making reservations. The practice of the dining room calling the members beforehand to obtain reservations will be discontinued.

2. It will be necessary for each member to reserve his place for luncheon by 1100 hours on the day of the luncheon by calling Extension 793. Please see Paragraph 2 of the Reservations Section of the attached memorandum.

3. This notice will become effective 15 October 1955.

[Redacted Signature]

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Assistant to the Director

Attachment

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